

BOROUGHMUIR HIGH SCHOOL EDINBURGH

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Head Teacher

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Dear S1 Parent/Carer

S1 Parents & Music Tuition Consultation Evening Tuesday 12 November from 4.30pm to 7pm.

Go to <http://www.parents-booking.co.uk/boroughmuir>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

Login to see which appointments are available and select one that is convenient for you.

You will need:

- Your title and surname (*these must match those we have on record for you i.e. main contact*)
- Your child's first name, surname and date of birth

The system is live from **Monday 4 November at 6pm** and will be open to take your bookings until **Sunday 10 November at 12 midnight**

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

This is the opportunity to meet your child's teachers face to face in S1 and hear about their progress. Please select a range of appointments from **all Curricular Areas if possible** to enable you to get a full picture of progress in learning in S1. You can select up to 10 appointments. It is not possible to see all teachers in all subjects, however, there will be two further written communications describing progress in March and May next year. All this communication together will give you an overall picture of progress throughout S1. In the event where you have particular concerns about progress and have been unable to make an appointment for the S1 evening there may be some appointments available on the S3 parents' evening on the 27th November.

If you would like to request an appointment during the S3 evening, please email using the 'school feedback' button on the parents' evening booking system giving pupils name, teacher and subject. Please note that these appointments should be requested before the S1 evening closes on the 10th November. We will contact you between the 25th and 27th November to confirm any available appointments. **Capacity is limited and if you do not hear from us you have not been allocated an appointment.**

Please note that if your child receives Music Tuition you will also be able to make an appointment with your child's Music Instructor at the same time.

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you log in, it will not be the email address that is the problem
- If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children

If you are unable to book at home, please phone the school office from Tuesday 5 November to Friday 8 November **between 2pm – 3.30pm** and a member of staff will be happy to help you. ***Please be aware that the booking closes at midnight on Sunday 10 November and we will not be able to make bookings after this date.*** We look forward to seeing you on Tuesday 12th November.

Yours faithfully

David C Dempster
Head Teacher